

Request of Quotation # PR9368183

BME Ansul Kitchen Hood semi-annual maintenance

January 6, 2021

Attention: All Prospective offerors

1 SCOPE OF WORK

1.1 Performance of Services

The Service Contractor shall perform the semi-annual Preventive Maintenance of the Ansul Kitchen Hood system in accordance with this Contract:

- with the care and diligence expected of a professional experienced Service Contractor in providing services of this type;
- in every respect to the reasonable satisfaction of the US Embassy, Cotonou;
- in conformity with all directions and requirements of the US Embassy, Cotonou;
- in compliance with all Laws, Statutory Requirements and requirements of authorities having jurisdiction affecting the Services;
- and must provide information to the US Embassy as to the manner and timing of the performance of the Services, on request.

The giving of any approval, direction, instruction or information by the US Embassy and compliance with the same by the Service Contractor will not relieve or reduce the Service Contractor's sole responsibility for the performance of the Services in accordance with this Contract.

1.2 General Requirements

The Service Contractor shall provide labor, resources, and support and shall complete all its obligations and responsibilities in respect of this Contract to perform the Preventive Maintenance of specified equipment at US Embassy Compound.

The US Embassy, Cotonou requires the service Contractor to maintain the equipment identified in Appendix_1, reliable and efficiency operating condition. The Service Contractor shall provide all necessary managerial, administrative and direct labor personnel and as well as all necessary transportation, equipment, tools to perform inspection and preventive maintenance as required to maintain the specified equipment in accordance with the manufacture's specification.

The Service Contractor will not use any method or substances, which may cause damage to the equipment or systems. Any damage or loss through negligence by the Service Contractor, sub-contractor or Service Contractor's staff shall be the whole responsibility of the Service Contractor. The US Embassy Cotonou may require the Service Contractor to make good the damage or pay for the cost of rectification.

All process should use suitable methods, equipment or substances in accordance

with manufacturer's recommendations.

The equipment shall be inspected semi-annually, according to the Appendix _2 standard maintenance operations.

2 PERFORMANCE CRITERIA

2.1 Performance Objective

The objective of this Agreement is to provide, within the Term of this Contract, a professional level of service, which provides:

- US Embassy satisfaction in respect to the maintenance of equipment and systems;
- prompt reaction to any change in arrangements or operational requirements of the US Embassy, Cotonou;
- compliance with the statutory and regulatory provisions of the laws of the jurisdiction.
- best in class practices within the industry;
- risk reduction for the US Embassy ;
- preservation of asset value; and
- reduction in operating costs.

The Service Contractor agrees that its performance under the Contract shall be measured against performance criteria specified in this document or otherwise agreed at the time of commencement.

2.2 Performance Benchmarks

The Service Contractor must for the duration of the contracted Services continue to maintain a quality control process, which has been agreed by the US Embassy and the Service Contractor.

The Service Contractor must allow the US Embassy, Cotonou access to the quality control system as well as the relevant quality systems of its subcontractors so as to enable monitoring and quality auditing of the maintenance service.

The US Embassy may reject any aspect of the Services that fails to comply with the requirements of the Contract, or its quality system, at any time.

2.3 Performance Monitoring and Reporting

The Service Contractor shall monitor its own performance against the criteria and benchmarks identified in this document, and shall provide reports when reasonably required by the US Embassy.

3 TERMS AND CONDITIONS OF SERVICE

3.1 Occupational Health and Safety

The Service Contractor shall take all reasonable and proper safety precautions to

prevent death or injury to any person or damage to any property in US Embassy Compound and in particular all equipment used by the Service Contractor shall be used in such a manner and maintained so as to minimize the danger of accident, death, injury, loss or damage arising from the use of such equipment. In addition to relevant statutory requirements, Standards and other provisions of this Contract, the Service Contractor must:

- ensure that the Service Contractor's personnel are conversant with and adhere to all relevant occupational health and safety legislation.
- ensure that all electrical equipment, materials, extension cords, fittings and the like provided for the Services comply with the requirements of all Relevant Authorities and have been tested and tagged by a competent person at least once every 2 years;
- take all reasonable precautions against fire, production of smoke or the "off gassing" of any noxious substance;
- ensure that the Service Contractor's personnel comply with all safety procedures, and requirements which apply to the US Embassy Compound;
- ensure that the Service Contractor's personnel are adequately trained and instructed in the safe and correct usage, handling and operation of materials/ equipment relevant to the Services and provide reasonable proof of such to the US Embassy on request;
- ensure the Service Contractor's personnel are certified as having completed occupational health and safety training and have been issued with all the necessary Personal Protection Equipment.

3.2 Materials and Workmanship

The Service Contractor warrants to the US Embassy that all materials, workmanship and methods used by the Contractor, as a minimum, will:

- comply with these requirements of the Terms and Conditions of service; and
- comply with all applicable Laws and Standards.

3.3 US Embassy Obligations

The US Embassy shall provide the Service Contractor with and make available to the Service Contractor such reasonable access to the US Embassy Compound, electricity and other utilities as are reasonably required for the provision of the Services.

3.4 Service Contractor Obligations

The Service Contractor shall:

- provide adequately supervised employees as required by the Laws of the jurisdiction to carry out the Services;
- execute, perform and provide the Services in every respect to the reasonable satisfaction of the US Embassy and in conformity with all reasonable directions and requirements of the US Embassy;
- ensure appropriately qualified and experienced persons, who shall be properly supervised or directed by the Service Contractor;

- cease any action at the direction of the US Embassy;
- make good any damage to the equipment or any part thereof caused by any act or omission of the Service Contractor ;
- obey all rules and instructions in force within the US Embassy Compound (including any non-smoking policy, etc.);
- immediately notify the US Embassy in writing of all matters affecting its responsibility;
- obtain the US Embassy's approval for any Services to be undertaken outside the usual scheduled times for provision of the Services;
- provide evidence of qualifications and job history of the Service Contractor's personnel if required by the US Embassy;
- provide evidence of training of all Service Contractor's personnel, if required by the US Embassy;
- ensure that any lost or unclaimed property found by the Contractor is passed to the US Embassy at the first practicable opportunity;
- at the direction of the US Embassy, remove from the US Embassy Compound any of the Service Contractor's personnel who misconduct themselves or are incompetent or negligent in performing their duties or who the US Embassy considers are undesirable to perform the Services; and
- provide to the US Embassy, within 15 days of commencement of the Contract, a schedule specifying the nature and timing of all the work to be completed.
- within 3 days after service completed submit service report (by mail or e-mail) form to include the minimal tasks lists as per item 5. This form will represent prove of service performed and accepted.

4 MAINTENANCE SPECIFICATION DETAILS

4.1 Precedence of Specifications

If and to the extent that there is an inconsistency between this maintenance specification and any Manufacture's maintenance specification, the Manufacture's maintenance specification shall prevail.

4.2 Hours of Work.

The Service Contractor shall schedule all preventive maintenance during normal working hour which are defined as 8:00 to 17:00 Monday to Friday, with the exception of any regular or special public holidays on which the US Embassy Compound is not open, or as agreed with the US Embassy prior to commencement of the contract.

5 DESCRIPTION OF THE WORKS

The Service Contractor shall provide full service to meet routine maintenance

requirements. The Contractor shall maintain the equipment so that the equipment is in a safe and efficient operating condition at all times.

The works comprise of:

5.1. Semi-Annual Preventive Maintenance Services

The Service Contractor shall conduct the maintenance which include but not limited to the following tasks. The tasks are outlined as a minimum standard in Appendix_2.

5.2. Repairs on request

On request, the Service Contractor shall provide a list of Recommended Spare Parts (Recommended Spare Parts List), including the price for each item on the list and the hourly price of the labor for such repairs.

5.3. On-Call Services

The Service Contractor shall accept emergency calls 72 hours per day, seven days per week. The Service Contractor shall start to correct the reported failure within 6 hours since notification. The Service Contractor shall provide the hourly price for such services.

Appendix 1 ANSUL WET CHEMICAL FIRE SUPPRESSION SYSTEM for NOB Kitchen in COTONOU

EQUIPMENT DESCRIPTION MODEL # MANUFACTURER QUANTITY

Kitchen Fire Suppression System R 102 ANSUL 1

Appendix 2

MAINTENANCE STANDARD ACTIVITIES

- a) Visual inspection of the protected area;
- b) Visual inspection of all components;
- c) Functional verification of manual triggers;
- d) Visual inspection of pipe corrosion;
- e) Functional verification of Control Panel R102;
- f) Visual check of electrical connections;
- g) Functional verification of the firing pin;
- h) Checking of the cylinder: the physical condition and fastening;
- i) Visual inspection of corrosion on the cylinder;
- j) Visual inspection of under pressure cylinders (Weight control);
- k) Physical verification of pipe stiffness;
- l) Physical verification of flexible connection;
- m) Functional detection of circuit line;
- n) Functional checking of the triggering circuit line;
- o) Visual inspection of fittings;

- p) Checking the project conformity with existing, looking for changes;
- q) Visual and functional check of all electrical connections;
- r) Checking the interface with other systems;
- s) Cleaning, degreasing and washing the discharge nozzles of extinguishing agent;
- t) Cleaning and Degreasing the entire hood as well as the ductwork attached to it to prevent accumulation of grease.
- u) Checking and testing the exhaust and supply motor fans
- v) Replace the damaged fusible plates;
- w) Other tests required by the authority;
- x) Clean area around equipment;
- y) Maintenance recording report

Your bid must be good for 45 days and must be submitted before or on **January 27, 2021 no later than 10:00 am** local time to COTONOUGSOBIDS@STATE.GOV.

All questions related to this request for quotation should be sent to the above-mentioned email address.

5 FAR CLAUSES

The selected vendor must comply with the following commercial items terms and conditions. FAR 52.212-1, Instructions to Offerors – Commercial, applies to this acquisition. The selected offeror must submit a completed copy of the provision at 52.212-3, Offeror representations and Certifications – Commercial Items. FAR 52.204-24, FAR 52.204-25 and 52.204-26 apply. E.O. 13950 Combating Race and Sex Stereotyping applies to this acquisition. FAR clause 52.212-4, Contract Terms and Conditions – Commercial Items, applies. FAR clause 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Order – Commercial Items, will apply. The full text of a FAR clause may be accessed electronically at <http://www.acquisition.gov/far/>

NB: all bidders shall obtain a DUNS number and register to the SAM. See attached instructions to apply for a DUNS number.

OBTENTION DE NUMERO D'IDENTIFICATION UNIQUE ET ENREGISTREMENT SUR LE FICHER SAM

Tout opérateur désirant de faire du business avec le Gouvernement American doit posséder un D-U-N-S et un NCAGE Code et ensuite s'enregistrer obligatoirement sur le SAM (System for Awards Management) (Système de gestion des Prestataires de Services / Fournisseurs).

Suivre les intructions ci-apres pour obtenir votre DUNS number en tant que Fournisseur des biens ou Prestataire de service de L'Ambassade des USA Cotonou.

Acceder à <http://fedgov.dnb.com/webform>

Cliquer "Begin DUNS Search"

Choisir votre pays et remplir entièrement le formulaire

D&B affichera au plus 3 entités similaires. Au cas où votre société/entité ne figure pas sur la liste affichée, choisir "Request new DUNS" et continuer à remplir le formulaire.

Une réponse du bureau D&B vous parviendra dans les 48 heures. Il est conseillé de demander en même temps votre NCAGE Code si vous n'en disposez pas. Pour ce faire, enregistrez-vous aussi sur le cite que voici:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

24 heures apres avoir obtenu votre DUNS et NCage Code, acceder au site suivant pour commencer l'engistrement dans SAM

Etapes for nouveau SAM Registrations:

1. Acceder à www.sam.gov.
2. Cliquer sur: "Create a Personal Account and Login".
3. Cliquer "Register New Entity" under "Manage Entity" on your "My SAM" page.
4. Selectionner votre type de societ  (the type of Entity).
5. Selectionner "Yes" ou "No" pour "Do you wish to bid on contracts?"
6. Selectionner "Yes" ou "No" pour "Do you want to be eligible for grants and other federal assistance?"
7. Completer "Core Data" comme suit:
 - a. Valider votre DUNS information.
 - b. Fournir les informations sur votre activit  (Business Information).

- c. Entrer votre NCAGE code si déjà disponible. Sinon demander un NCage Code sur: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- d. Fournir des informations générales sur votre société (business types, organisation structure, etc.).
- e. Vos informations financières et bancaires (Electronic Funds Transfer (EFT) Information).
- f. Executive Compensation
- g. Détails de vos Chiffre d'affaires

8. Complete "Assertions" as follows:

- a. Goods and Services (NAICS, PSC, etc.)
- b. Size Metrics
- c. EDI Information
- d. Disaster Relief Information

9. Complete "Representations and Certifications" as follows:

- a. FAR Responses
- b. Architect-Engineer Responses
- c. DFARS Responses

10. Complete "Points of Contact"

11. L'enregistrement de votre société sera effectif 5-10 jours après validation des informations fournies aux étapes précédentes.

Si vous avez des questions supplémentaires relatives au DUNS, NCage Code et SAM, prière contacter le service "procurement" au:

Email: COTONOUGSOBIDS@STATE.GOV

Phone: 21-30-06-50 Ext. 7977